



MANITO ART LEAGUE

To get into the reports: Click the URL below:

<https://manito-art-league.appsmith.com/app/manito-art-league/rdashboard-698a844be00b807199e543e2>

Reports:

- All fields are able to be sorted
- Reports are able to be downloaded.
- Filters are for each report
- Search bar is for each report
- Downloads are available in Excel or CSV

Just a note**

Local Addresses are Summer Addresses.

Long Distance Addresses are Winter Addresses

SEARCHING:

- Search bar searching by Custid or Lastname. (you can enter parts of last name to find person)

cust_id	lastname	firstname	businessname	partner	birthdate	street	addr2	city
1	Achauer	Jeannine				1296 Whitefish La...		Minocqua
31	Bissell	Frank Steven Steve				1205 Suffield Drive		Mc Lean
447	Diederich	Diane				8550 Kenwood Ter		Minocqua
166	Kahn-Bowles	Gigi		Edwin		N10120 Kings Road		Tomahawk
219	McCormack	Holly				7550 County High...		Land O' Lakes

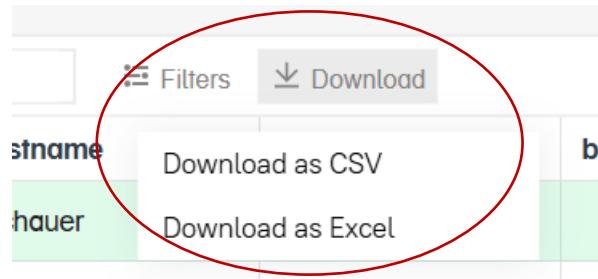
FOR MORE ADVANCED SEARCH:

- You can use the filter to find any field with specific finds

The screenshot shows the 'Current Member Report' page with a filter dialog open. The dialog has a 'Where' dropdown set to 'zipcode' with the operator 'starts with' and the value '54'. There are 'CLEAR ALL' and 'APPLY' buttons at the bottom right. A red circle highlights the 'Where' dropdown.

DOWNLOADING:

- To download reports, select download in CSV or Excel Spreadsheet



SORTING:

- You can search any field by clicking the down arrow on the right side.
- You can also freeze any column to move across the screen with the specific field showing.

A screenshot of a 'Current Member Report' table. The columns are labeled 'cust_id', 'lastname', 'firstname', and 'busine'. The 'lastname' column has a dropdown arrow icon. A red circle highlights this icon and the adjacent sorting and freezing options: 'Sort column ascending', 'Sort column descending', 'Freeze column left', and 'Freeze column right'. The table contains several rows of data.

cust_id	lastname	firstname	busine
1		Jennine	
3		Frank Steven Steve	
447		Dione	
166	Kahn-Bowles	Sigi	

A screenshot of the Manitowoc Art League website. At the top, the logo 'MANITO ART LEAGUE' is displayed. Below it, a yellow bar contains the word 'REPORTS'. Underneath, there are five colored buttons corresponding to different report categories: green for 'MEMBER FULL REPORT - copy of maintenance for reporting', red for 'PATRON FULL REPORT - copy of maintenance for reporting', dark red for 'PATRON REPORT - Lastest Patron Year - Lastest Art Purchase', yellow for 'ALL MAILING LABELS REPORTS', and pink for 'PREVIEW NIGHT NAME TAGS'. Each category has a small icon and a link to the report.

Member and Patron Reports:

Mailing Labels: *Label Instructions are available to be downloaded from the site.*

- These are multiple reports in different formats depending on what you want.
- Each report is specific for labels, using Caps and Post Office Standards.

REPORTS:

Just a note**

- First Addresses are Local or Summer Addresses.
- Second Addresses are Long Distance or Winter Addresses

MEMBERS:

1. Member Emails Report

This Report is for current Members Emails.

- First & partner and lastname, or business (if business)
- Email

2. Current Members Report – copy of member maintenance for reporting

For all members where Mal Member (m_mal) = Yes and Member Yr (m_memberyr) >= (2025) using >= EXTRACT(YEAR FROM CURRENT_DATE) instead of 2025.

- All member address information
- All Member information
- Secondary Address information
- All Volunteer information

3. MEMBER Mailing Labels

For All Current Members where member = Yes and Year is current or greater

FORMAT:

Personal member

JANE & JOHN SMITH
PO BOX 123
123 PALM AVE
NAPLES, FL 34102

Business member

SUNSET ART STUDIO
C/O JANE SMITH
456 OCEAN BLVD
SCOTTSDALE, AZ 85260

a) Current Member Mailing Labels with local Address Only - Mallables

- ALL CAPS formatted for postal mailings
- FirstName, & Partner (if any), LastName
- Address1 (PO Box)
- Address2
- City, State, Zip

b) Current Member Mailing Labels with Winter Addresses Only: malwintlabels

- Same Format
- ALL CAPS formatted for postal mailings
- FirstName, & Partner (if any), LastName

- Address1 (PO Box)
 - Address2
 - City, State, Zip
- c) **Current Member Mailing Labels with LOCAL ADDRESS ONLY - Separate City, State, Zip fields - Not Caps! - malmailingvw**
- FirstName, & Partner (if any), LastName
 - Address1 (PO Box)
 - Address2
 - City
 - State
 - Zip
- d) **Current Members Mailing Labels with Summer Address - IF Long Distance Address, use that one instead of Summer Address; Good for mailing in Winter Months. MRegWintLbls**
- Same Format
 - ALL CAPS formatted for postal mailings
 - FirstName, & Partner (if any), LastName
 - Address1 (PO Box)
 - Address2
 - City, State, Zip

PATRONS:

4. Patron Current Single with donation year and art purchase

Current Patron Report but not duplicated, all single with Lastest Donation Year and Art Purchase Year - currentpatrons

- LastName
- FirstName
- Partner
- Address1
- Address2
- City
- State
- Zip
- Lastest Donation Year
- Lastest Art Purchase Year

5. For all Patrons = Yes & Year >= current year within 5 years & Art Purchase within 2 years. – copy of patron maintenance for reporting

- All patron address information
- All patron information
- Secondary Address information
- Artshow information

6. PATRONS Mailing Labels

For Patron = Yes, If Patron donor within 5 years from current or purchase within 2 years from current.

FORMAT:

Personal member

JANE & JOHN SMITH
PO BOX 123
123 PALM AVE
NAPLES, FL 34102

Business member

SUNSET ART STUDIO
C/O JANE SMITH
456 OCEAN BLVD
SCOTTSDALE, AZ 85260

a) Current Patron Mailing Labels with local Address Only within 5 years of donations or 2 Years Art purchase - No Businesses - patlabels

- ALL CAPS formatted for postal mailings
- FirstName, & Partner (if any), LastName
- Address1 (PO Box if any)
- Address2
- City, State, Zip

b) Current Patron Mailing Labels with local Address - Business Only - patbuslabels

- ALL CAPS formatted for postal mailings
- LastName (Business name)
- c/o Partner (Owner full name)
- Address1 (PO Box if any)
- Address2
- City, State, Zip

c) Current Patrons Mailing Labels with Long Distance Address Only (Winter) within 5 years of donations or 2 Years Art purchase - patwintlabels

- ALL CAPS formatted for postal mailings
- FirstName, & Partner (if any), LastName
- Address1 (PO Box) if any
- Address2
- City, State, Zip

d) Current Patrons Mailing Labels with Local Address Only – Separate City, State, Zip fields, No CAPS! Both Persons and Business - patmailingvw

- FirstName, & Partner (if any), LastName
- Address1 (PO Box if any)
- Address2
- City
- State

- Zip

e) Patron Tax Purpose – patron_taxpurpose

This report is for patrons where donations are for the current in the previous year.

- ALL CAPS formatted for postal mailings
- FirstName, & Partner (if any), LastName
- Address1 (PO Box if any)
- Address2
- City, State, Zip

f) Preview Night NameTags - artshownametags

- For the Full names of the patrons for attending the party. I also have current year and amount if needed.
- Full Names in Caps